

BRIDGE TO THE FUTURE

RUSSELL LIBRARY

Board of Trustees Meeting Tuesday, January 19, 2016, 7:00 pm

Present: Trustees Berlind, Hadley, Markot, Nelson, Sanders, Thazhampallath, Zawisky; Director Meyers, Interim Assistant Director Tully.

Excused: Trustees Becker, Greenberg, Russell, Santostefano, Wisneski, and Zakarian

I. Call to Order: President Thazhampallath called the meeting to order at 7:15 p.m.

II. Public Session/Comment: No members of the public were present.

III. Approval of Minutes

- a. It was moved (Trustee Markot) and seconded (Trustee Nelson) that the minutes of the December 15, 2015 meeting be approved. **The motion passed with one abstention.**

IV. Other Communications & Sub Committee Reports

- a. i. Director Meyers mentioned the following highlighted items from his report:
 - The Shenker Creative Writing Awards Presentation was attended by 85 family members.
 - Budgets for FY 16 and 17 have been revised to meet Goals, new directions, and fiscal constraints.
 - The City Council approved a request for a boiler through the Local Capital Improvement Program.
 - The AV Department withdrew books on tape and VHS tapes as the Library is offering more streaming music and film and downloadable audio books, and as a result the YA collection area was expanded.
 - The Exterior Renovation Phase 2 is moving forward thanks to Local Capital Improvement Funds.
 - In his report on annual Highlights of Calendar Year 2015, Director Meyers highlighted that Children's Services has teamed with the Family School connection, promoted Summer Reading Programs at all schools, and presented literacy-based story times at preschools and in-house programs.
 - He mentioned Connecticut Library Association Award Winners: Denise Mackey-Russo (Special Achievement Award), Bob Carlson (Support Staff of the Year Award); Pat Tully (Supporter of the Support Staff Award).
 - In Job & Career Services, 70 participants found jobs, a total of \$11,600 was received in donations from the family of a former participant, and the Library hosted an Employment and Income Committee job fair.
 - Circulation Services analyzed patron traffic to arrange the desk schedule for a more efficient use of staff.
 - Head of Technology Services Deb Barberi researched and recommended replacement for staff server.

- Facilities staff overhauled Meeting Room 3 (thanks to Regan Family donations) by painting ceiling, walls and trim, installing large, wall-mounted TV for presentations and computer classes, and purchase of portable tables.
- A grant from the Health Department provided many programs.
- The *Universal Class* database was purchased with over 500 continuing education courses and the *One Click Digital* database was renewed.
- Information Services staff brought forward a celebration of the heritage of India.
- The *Middletown International Film Festival* (in 7th year) had 60+ attendees at 6 showings.

ii. Interim Assistant Director Tully reported that she, Director Meyers, and Administrative Assistant Lynn Harlow are preparing a list of essential Library information for incoming Director Matt Poland. She also has been working on the FY 17 city budget.

b. Finance & Audit Committee Report:

1. In the absence of Trustee Becker, Trustee Markot reported that both the Russell Company and city budgets are in line with expected receipts and expenditures for the halfway mark of the fiscal year. The Essex Financial Services report shows a loss of about \$20,000 for the month of December, due to instability in the financial markets.
 2. Legal counsel review of auditor recommendation: Trustee Thazhampallath went over the document on tracking the Russell Company endowment. The legal opinion is that no terms of the bequests have been violated but that we may need to track more closely individual donations that were designated for specific purposes.
- c. **Policy Committee Report:** Trustee Markot distributed a draft of a whistleblower policy, saying the Policy Committee would begin work on it later this month. Also to be considered by the Policy Committee are any revisions to the Russell Company By-Laws.
- d. **Facilities & House Committee Report:** Trustee Nelson had facts and figures on replacing the damaged boiler; unfortunately a brand-new boiler will cost much more than the recently approved sum of \$30,000. More estimates are being sought, as well as estimates for repairing the leaking component of the existing boiler.
- e. **Personnel Committee Report:** Trustee Zawisky reported that the committee has yet to begin new work. Trustee Sanders requested that the term “Personnel Committee” be retained until the board decides whether or not to change its title to “Human Resources Committee.”

V. Old Business:

- a. **Computer Server Funding:** Interim Assistant Director Tully outlined possible ways to use line items from the Russell Company Budget to pay for the new staff server, citing money from consulting and contingency funds. There is an amount of about \$10,000 surplus from the previous year that could possibly be used; Lynn Harlow will be consulted as to the availability of that sum.

VI. New Business:

- a. **FY 16-17 Budget:** Interim Assistant Director Tully gave a comprehensive explanation of the FY 16-17 City Budget, outlining the difference between a realistic budget (with increases) and a “hard 0%” budget with all mandated salary increases

resulting in cuts to library material, hours, and programs. After a discussion of the need for a new position, Head of Collaborative Projects, it was moved (Trustee Berlind) and seconded (Trustee Nelson) to approve the budget for submission to the City Finance Dept. February. **The motion passed unanimously.**

- b. **Approve Financial Authorizations:** It was moved (Trustee Nelson) and seconded (Trustee Berlind) to approve incoming director Matthew Poland as a signer on checks for Library business. **The motion passed unanimously.**
- c. **Approve the Appointment of a Temporary Pre-Nominating Committee:** In the absence of a quorum (Trustee Zawisky having left the meeting), it was decided to postpone the appointment of a temporary nominating committee but to urge all Board members to begin thinking of names of potential members for the Russell Company and for the Board of Trustees.

VII. Adjournment: It was moved (Trustee Markot) and seconded (Trustee Nelson) to adjourn the meeting at 8:50 p.m. **the motion passed unanimously**

Notable Upcoming Calendar Items/Meetings

- Regular Board Meeting February 16, 2016

Respectfully submitted,

Wendy Berlind, Secretary